

SIGN PLAN SUBMITTAL REQUIREMENTS

All signage requests must include a Site Plan that includes the following information:

REQUIREMENT	Applicant To Check	N/A	Planning Staff
North arrow			
Graphic scale: between 1 inch = 10 ft. and 1 inch = 60 ft.			
Show all property boundaries			
Show all required building setback(s) based on zoning designation			
Show all existing and /or proposed building and structures (building footprints)			
Show all existing streets and associated right(s)-of-way			
Show site visibility triangles at all driveways			
Show location of all <u>existing</u> and <u>proposed</u> free standing, ground and /or projection sign location(s) on the property			

☐ **Wall Signage**

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Architectural or engineering scale: between 1 inch = 10 ft. and 1 inch = 60 ft.			
Show all applicable building elevations where signage is proposed (front, side, rear)			
Provide estimated weight of attached signage and method used for attachment to building			
Provide projection measurement from façade wall			
Provide construction plans and drawings that illustrate all application signage dimensions (height, width, size) including dimensions of all text and lettering			

☐ **Projection, Suspended or Transom Signage:** Projecting signs may require a City encroachment agreement and liability insurance if encroaching into Public ROW; projecting signs greater than 50 sq. ft (or 400 lbs) require sealed engineered drawings.

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Architectural or engineering scale: between 1 inch = 10 ft. and 1 inch = 60 ft.			
Show all applicable building elevations where signage is proposed (front, side, rear)			
Provide projection measurement from façade wall			
Provide distance (clearance) from sidewalk and / or street			
Provide construction plans and drawings that illustrate all application signage dimensions (height, width, size), and dimensions of text and lettering of all proposed signage			

☐ **Freestanding, Pole and Ground Signage:** Freestanding signs over 6 feet in height require sealed engineered drawings. In addition to the items noted below, applications for Freestanding signs must include a foundation drawing.

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Architectural or engineering scale: between 1 inch = 10 ft. and 1 inch = 60 ft.			
Provide construction plans and drawings that illustrate all application signage dimensions including (height, width, size), and dimensions of text and lettering of all proposed signage.			